

**CONFIDENTIAL**

**AIRPORTS COMPANY SOUTH AFRICA SOC LTD  
GEORGE AIRPORT**

**BID REFERENCE NUMBER: GRG 6695/2021/RFP**

**BID DOCUMENT  
FOR  
THE APPOINTMENT OF INTEGRATED WASTE MANAGEMENT  
SERVICES  
AT GEORGE AIRPORT FOR A PERIOD OF FIVE (5) YEARS**

**MARCH 2022**



**Tender Number:** : **GRG 6695/2021/RFP**

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**Issue Date** : **29 MARCH 2022**

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**Closing Date** : **03 MAY 2022 at 10:00AM**

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**Optional Briefing Session Date and Time** : **05 APRIL 2022 at 10:00AM -12h00PM (Virtual Meeting, Microsoft Teams)**

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<b>Bidding Company Name</b>	
<b>Representative Name</b>	
<b>Email address</b>	
<b>Contact Number</b>	
<b>Entity with a BBBEE Level</b>	
<b>Signature</b>	
<b>Date</b>	

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**Part T1:      Tender Procedures**

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- T1.1            Tender Notice and Invitation to Tender**
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## **T1: Tendering Procedure**

### **T1.1: Tender Notice and Invitation to Tender**

AIRPORTS COMPANY SOUTH AFRICA SOC LTD, GEORGE AIRPORT (GRG), invites **REQUEST FOR BID for the APPOINTMENT OF A CONTRACTOR FOR INTERGRATED WASTE MANAGEMENT SERVICES FOR GEORGE AIRPORT.**

#### **Tender Published:**

The Bid document will be published on **Tuesday, 29 March 2022**, and will be available for download on ACSA tender portal on [www.airports.co.za](http://www.airports.co.za) and [www.etenders.gov.za](http://www.etenders.gov.za)

**No bid document will be available during the Briefing Session or at the Employer's physical address.**

Queries relating to the issues of these documents may be addressed to the following:

[dineo.mathabatha@airports.co.za](mailto:dineo.mathabatha@airports.co.za)

The closing time for receipt of submissions is **10:00 (AM) on the 03 MAY 2022**. Telegraphic, telephonic, telex, facsimile and late submissions will not be accepted.

Requirements for delivery, and assessment of submissions are stated in the Submission Data.

#### **Optional Briefing Session and Site Inspection**

An optional briefing session will be held on **Tuesday, 05 April 2022** commencing at **10h00am-12:00pm** on Microsoft Teams. Potential bidders are requested to send an email to [dineo.mathabatha@airports.co.za](mailto:dineo.mathabatha@airports.co.za) to register to attend the optional Briefing session. Potential bidders will be eligible to still submit the tender proposals even though they did not attend this meeting.

The site inspection will take place as requested by the potential bidder. This inspection will provide you with a more understanding of the airport and what is required for this tender.

## **Notice to Tenderers**

The following documents form part of this contract:

- Volume 1: The NEC3 Term Service Contract (April 2013) issued by the South African Institution of Civil Engineering, which the tenderer shall purchase himself.
- Volume 2: The Tender and Contract Document (this document), containing the Tender Notice, Tender Data and Tendering Procedures, Returnable Schedules, general and particular conditions of contract, Scope of the Works, project, Pricing Schedule, Form of Offer and Site Information, which is issued by the Employer.
- The Employers Form of Acceptance and any correspondence from the selected tenderer, performance security guarantee and all issued addenda during the period of tender will also form part of this volume once a successful tenderer has been appointed.

## **Notes to Tenderers:**

- 1. Volume 1 is obtainable from the South African Institution of Civil Engineering (SAICE), Private Bag X200, Halfway House, 1685, Tel: (011) 805 5947, Fax (011) 805 5971, email: [civilinfo@saice.org.za](mailto:civilinfo@saice.org.za)**
- 2. Volume 2 is obtainable at tender stage at no charge by download from the National Treasury Departments Central Supplier Database, on [www.etender.gov.za](http://www.etender.gov.za), and contains Volume 2: The Project Document in PDF format.**
- 3. At Contract Stage, Volume 2 and the Returnable Schedules will be a bound signed paper copy**
- 4. Submission of Tender: the whole of Volume 2, together with all Returnable Documents, shall be signed and submitted, as the Offer from the Prospective Bidder.**

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**Part T1: Tender Procedures**

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**T1.2 ACSA Tendering Procedure**

## **T1: Tendering Procedure**

### **T1.2: ACSA Tendering Procedures**

## **SECTION 1: INSTRUCTIONS TO BIDDERS**

### **1.1. Access to RFQ documents**

Tenders are available on [www.airports.co.za](http://www.airports.co.za) and [www.etenders.gov.za](http://www.etenders.gov.za)  
Kindly print and complete.

### **1.2. Submission of bid documents**

#### **1.2.1. Electronic Submission:**

Bidders must send their bid documents via email to [dineo.mathabatha@airports.co.za](mailto:dineo.mathabatha@airports.co.za)

It should be noted that the Airports Company South Africa's Internet 'firewall' will not permit receipt of files with attachments exceeding 25mb in size. Therefore, the bidders must ensure that where the attachments exceed this size that the submission is divided into two or more parts to ensure they are permitted entry by Airports Company South Africa. **Bidders must submit their submissions with pdf version, no links will be accepted. Only emails received before the closing date and time will be considered.**

Bid documents must be submitted on or before **03 MAY 2022, 12:00 PM.**

### **1.3. Alternative Bids**

As a general rule ACSA only accepts bids which have been prepared in response to the tender invitation. However, for this tender alternative bid will be accepted provided the alternative bid is accompanied by the original bid response which materially complies with the specifications of this tender invitation. The alternative bid will only be considered where the bidder has submitted together with its alternative bid, an offer which materially complies with the requirements of this tender. Alternative bids will also be evaluated using the pre-determined evaluation criteria stipulated in this tender document.

### **1.4. Late Bids**

Bids which are submitted after the closing date and time will not be accepted.

## 1.5. Enquiries / Clarification and Communication

Name: Dineo Mathabatha

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Designation: Category Specialist

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Tel: 011 723 7986

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Email: [dineo.mathabatha@airports.co.za](mailto:dineo.mathabatha@airports.co.za)

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1.5.1. Request for clarity or information on the tender may only be requested until **26 April 2022 at 16:00**. Any responses to queries or for clarity sought by a bidder will also be sent to all the other entities which have responded to the Request for Proposal invitation.

1.5.2. Bidders may not contact any ACSA employee on this tender other than those listed above. Contact will only be allowed between the successful bidder and ACSA Business Unit representatives after the approval of a recommendation to award this tender. Contact will also only be permissible in the case of pre-existing commercial relations which do not pertain to the subject of this tender.

## 1.6. Non-Compulsory Briefing Session

A non-compulsory briefing session will be online on **05 APRIL 2022 at 10h00AM - 12h00 PM**. The session will be held at the following location: Potential bidders are requested to send an email to [dineo.mathabatha@airports.co.za](mailto:dineo.mathabatha@airports.co.za) to register to attend the optional Briefing session on MS teams.

## 1.7. Bid Responses

Bid responses must be strictly prepared and returned in accordance with this tender document. Bidders may be disqualified where they have not materially complied with any of ACSA's requirements in terms of this tender document. Changes to the bidder's submission will not be allowed after the closing date of the tender. All bid responses will be regarded as offers unless the bidder indicates otherwise. No bidder or any of its consortium/joint venture members may have an interest in any of the other bidder/joint venture/consortium participating in this bid.

## 1.8. **Disclaimers**

It must be noted that ACSA reserves its right to:

- 1.8.1. Award the whole or a part of this tender;
- 1.8.2. Split the award of this tender;
- 1.8.3. Negotiate with all or some of the shortlisted bidders;
- 1.8.4. Award the tender to a bidder other than the highest scoring bidder where objective criteria allow;
- 1.8.5. To reject the lowest acceptable tender received; and/or
- 1.8.6. Cancel this tender.

## 1.9. **Validity Period**

- 1.9.1. ACSA requires a validity period of **one hundred and twenty (120) working/business days** for this tender.
- 1.9.2. During the validity period the prices which have been quoted by the bidder must remain firm and valid. It is only in exceptional circumstances where ACSA would accommodate a proposal to change the price.

## 1.10. **Confidentiality of Information**

- 1.10.1. ACSA will not disclose any information disclosed to ACSA through this tender process to a third party or any other bidder without any written approval from the bidder whose information is sought. Furthermore,
- 1.10.2. ACSA will not disclose the names of bidders until the tender process has been finalised.
- 1.10.3. Bidders may not disclose any information given to the bidders as part of this tender process to any third party without the written approval from ACSA. In the event that the bidder requires to consult with third parties on the tender, such third parties must complete confidentiality agreements, which should also be returned to ACSA **with the bid**.

**1.11. Hot – Line**

ACSA subscribes to fair and just administrative processes. ACSA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:

Airports Company South Africa TIP-OFFS ANONYMOUS

Free Call: 0800 00 80 80 ;

Free Fax: 0800 00 77 88 ;

Email: [acsa@tip-offs.com](mailto:acsa@tip-offs.com)

## **SECTION 2: BACKGROUND, PURPOSE AND SCOPE OF WORK**

### **1.1. Background**

- 1.1.1. Since inception approximately 20 years ago, Airports Company South Africa Limited (ACSA) has transformed into a focused, profitable and commercial enterprise that is market-driven and customer service oriented. The principal ACSA sites comprise of major international airports namely O.R. Tambo (ORTIA), Cape Town (CTIA) and King Shaka (KSIA). The other sites are, Bram Fischer (Bram), Upington (UTN), Port Elizabeth (PLZ), East London Airport (ELS), George Airport (GRJ), Kimberley Airport (KIM) and the Corporate Office.
- 1.1.2. The sustained growth in traffic over the years, coupled with a creative and performance focused management and leadership team have contributed to the Company's excellent financial performance over time. This has enabled the Company to transform South Africa's airports into world-class airports, delivering value for customers, stakeholders, shareholders and employees.
- 1.1.3. ACSA is focused on creating and operating world-class airports measuring up to international standards. Numerous international awards won by certain of its airports over the years confirm that the Company has largely succeeded in this aim. This is also shown in the latest ratings for example, O.R. Tambo, Cape Town and King Shaka international airports rated first, second and third respectively in the Best Airport ACI-ASQ awards for Africa

### **1.2. Purpose of this Tender**

The purpose of this Bid is to source for the Appointment of a Contractor for **the Integrated Waste Management services at the GEORGE AIRPORT (GRG)**.

### **1.3. Scope of Work**

The detailed scope of work is of found in **Part C3** of this document.

### **1.4. Minimum Requirements**

The Evaluation will be done in a Four-Staged approach. Only Bidders who meet the minimum requirements of each stage will be considered further, namely:

1. Stage 1: Mandatory Administrative Criteria: Bidders shall satisfy the Mandatory Administration Criteria in order for them to be evaluated further. Proposals will be evaluated further.
2. Stage 1: Functionality Criteria: Only bidders who shall meet the minimum requirements on each functionality criterion as stipulated under functionality evaluation criteria shall qualify for the next phase of evaluation.

3. Stage 3: Price and B-BBEE. ACSA will only accept the DTI criteria as proof of B-BBEE status and/or a Sworn Affidavit from EME's and QSE's.

**SECTION 3: PREFERENCE POINTS AND PRICE****1.1. Preference Points Claims**

1.1.1. In terms of the PPPFA and its regulations only a maximum of 20 points may be awarded for preference. The preferential point systems are as follows:

1.1.1.1. The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.1.1.2. The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable. Preference points for this bid shall be awarded for:

1.2. The maximum points for this bid are allocated as follows:

	<b>Points</b>
1.2.1. <b>Price</b>	_____80_____
B-BBEE Status Level of Contribution	_____20_____

**Total Points for Price and B-BBEE must not Exceed           100**

1.2.2. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit in the case of Qualifying Small Enterprises and an Emerging Micro Enterprises together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.2.3. ACSA reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by ACSA.

**1.3. Definitions**

1.3.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

1.3.2. **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard

contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 1.3.3. **“Black Designated Groups”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.3.4. **“Black People”** has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.3.5. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act 53 of 2003);
- 1.3.6. **“Designated Group”** means:
  - 1.3.6.1. Black Designated Groups;
  - 1.3.6.2. Black People;
  - 1.3.6.3. Women;
  - 1.3.6.4. People with disabilities; or
  - 1.3.6.5. Small enterprises, as defined in section 1 of the national Small Enterprise Act 102 of 1996;
- 1.3.7. **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.3.8. **“EME”** means an exempted micro enterprise in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;;
- 1.3.9. **“Functionality”** means the ability of tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 1.3.10. **“Military Veteran”** has the meaning assigned to it in section 1 of the Military Veterans Act 18 of 2011;
- 1.3.11. **“People with disabilities”** has the meaning assigned to it in section 1 of the Employment Equity Act, 55 of 1998;
- 1.3.12. **“Person”** includes a juristic person;

- 1.3.13. **“PPPFA”** means the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations published on 20 January 2017;
- 1.3.14. **“Price”** means all applicable axes less all unconditional discounts;
- 1.3.15. **“QSE”** means a qualifying small business enterprises in terms of the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act
- 1.3.16. **“Rand Value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 1.3.17. **“Rural Area”** means:
- 1.3.17.1. a sparsely populated area in which people farm or depend on natural resources including villages and small towns that are dispersed through the area; or
  - 1.3.17.2. an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system;
- 1.3.18. **“Total Revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 1.3.19. **“Township”** means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994;
- 1.3.20. **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person;
- 1.3.21. **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person; and
- 1.3.22. **“Youth”** has the meaning assigned to it in section 1 of the National Youth Development Agency Act 54 of 2008

All terms not defined herein have the meanings assigned to them in the PPPFA.

#### 1.4. **Adjudication Using A Point System**

- 1.4.1. The bidder obtaining the highest number of total points will be awarded the contract, unless objective criteria exist justifying an award to another bidder or ACSA exercises one or more of its disclaimers.
- 1.4.2. Preference points will be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts
- 1.4.3. Points scored will be rounded off to the nearest 2 decimal places.

**1.5. Award of Business where Bidders have Scored Equal Points Overall**

- 1.5.1. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
- 1.5.2. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
- 1.5.3. Should two or more bids be equal in all respects, the award will be decided by the drawing of lots.

**1.6. Points Awarded for Price**

**The 80/20 Preference Point Systems**

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{\min}$  = Comparative price of lowest acceptable bid

**1.6.1. Points Awarded for B-BBEE Status Level of Contribution**

- 1.6.1.1. In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below

<b>B-BBEE Level Contributor</b>	<b>Status of</b>	<b>Number of Points (90/10 system)</b>	<b>Number of Points (80/20 system)</b>
1		10	20
2		9	18
3		6	14
4		5	12
5		4	8
6		3	6
7		2	4
8		1	2
Non-compliant contributor		0	0

- 1.6.1.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit an affidavit stating its annual turnover, certificate issued by a Verification Agency accredited by SANAS.
- 1.6.1.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS. QSEs have an additional option of submitting a sworn affidavit as its B-BBEE certificate in terms of the amendments to the B-BBEE Codes of Good Practice in 2013.
- 1.6.1.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.6.1.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.6.1.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 1.6.1.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that

such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

- 1.6.1.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 1.7. Bid Declaration

**Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:**

(B-BBEE Status Level of Contribution Claimed in Terms of Paragraphs 1.2.1)

B-BBEE Status Level of Contribution: \_\_\_\_\_ = \_\_\_\_\_ (maximum of 10 or 20 points)

(Points claimed in respect of paragraph must be in accordance with the table reflected in paragraph 1.6.1.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS).

## 1.8. Sub-Contracting

1.8.1. Will any portion of the contract be sub-contracted? YES / NO

1.8.2. If yes, indicate:

1.8.2.1. The sub-contracted percentage is: \_\_\_\_\_%

1.8.2.2. The type of ownership is as follows in terms of percentage out of 100:

1.8.2.2.1. black ownerships is: \_\_\_\_\_

1.8.2.2.2. black youth ownership is: \_\_\_\_\_

1.8.2.2.3. black women ownership is: \_\_\_\_\_

1.8.2.2.4. black people with disabilities ownerships is: \_\_\_\_\_;

1.8.2.2.5. black people in rural areas, underdeveloped areas or townships ownerships is: \_\_\_\_\_

1.8.2.2.6. black ownership of the co-operative is: \_\_\_\_\_

1.8.2.2.7. black people who are military veteran ownership is: \_\_\_\_\_

1.8.2.2.8. Combined ownership of any of the above is: \_\_\_\_\_.

1.8.3. The tendering condition must specify that the tenderer may only subcontract to a QSE listed above if the QSE has a B-BBEE status level that is equal to or more than that of the tenderer/bidder.

1.8.3.1. The name of the sub-contractor is:

\_\_\_\_\_

1.8.3.2. The B-BBEE status level of the sub-contractor is:

\_\_\_\_\_

1.8.3.3. The sub-contractor is an EME: YES / NO (\*Delete *whichever is not applicable*)

1.8.4. A bidder may not sub-contract any portion of the tender after award without the written approval from a delegated ACSA representative.

#### 1.9. Declaration with Regard to the Bidder

1.9.1. **Name of bidding entity**

1.9.2. **VAT Registration**

1.9.4. **Company**

**registration**

1.9.5. **Type of company / firm**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

#### 1.10. Describe principal business activities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 1.11. Company Classification

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transportation, *etcetera*.

[TICK APPLICABLE BOX]

1.12. Total numbers of years the company / firm has been in business:

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1.13. I/we, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in this bid of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1.13.1. The information furnished is true and correct;

1.13.2. The preference points claimed are in accordance with the General Conditions as indicated in this Section;

1.13.3. In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of ACSA that the claims are correct;

1.13.4. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, ACSA may, in addition to any other remedy it may have:

1.13.4.1. Disqualify the person from the bidding process;

1.13.4.2. Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

1.13.4.3. Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

1.13.4.4. Restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from ACSA for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

1.13.4.5. Forward the matter for criminal prosecution.

**Witnesses:**

1. \_\_\_\_\_

Signature(s) of bidder(s)

2. \_\_\_\_\_

\_\_\_\_\_

Date :

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Part T2:      The Evaluation Procedure**

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- T2.1            The Evaluation Procedure**
- T2.2            Returnable Documents**

## SECTION 1: EVALUATION CRITERIA

### 1. Evaluation Criteria

- 1.1.1. ACSA will use a pre-determined evaluation criterion when considering received bids. The evaluation criteria will consider the commitment made for pre-qualifying criteria/ functionality/ Price and B-BBEE. During the evaluation of received bids ACSA will make an assessment whether all the bids comply with set minimum requirements and whether all returnable documents/information have been submitted. Bidders which fail to meet minimum requirements, thresholds or have not submitted required mandatory documents will be disqualified from the tender process.
- 1.1.2. The requirements of any given stage must be complied with prior to progression to the next stage. ACSA reserves the right to disqualify bidders without requesting any outstanding document/information.

### 2. A staged approach will be used to evaluate bids and the approach will be as follows:

Stage 1	Stage 2	Stage 3
Check if all the Mandatory required documents have been received	Evaluate on functionality or the technical aspect of the bid	Evaluate price and Preference (B-BBEE)

### 3. Stage 1: Mandatory Requirements

Bids that do not meet any one of the following mandatory criteria (valid proof/certification must be provided if required) may be disqualified and may not be evaluated further:

1. Letter of intent from proposed landfill disposal and recycling sites that will accept waste streams (Proof of agreement and relevant permits will be requested at award stage).
2. Proof of registration for transporting hazardous/ dangerous substances in terms of the National Road Traffic Regulations, Hazardous Substance Act and applicable local authority by laws. (Driver and assistant certification must be provided upon award)

**NB: No award will be made to a supplier or service provider who is not registered on the Central Supplier Database (CSD)**

**NB: No Bid will be awarded to any person whose tax matters have not been declared in order by South African Revenue Service**

### 4. Stage 3: Functionality

- 1.4.1. Bid submissions that have been deemed to be **responsive to: (1) mandatory administrative criteria**, will be evaluated using the **(2) Functionality and (3) Price and Preference Method**.
- 1.4.2. The functionality evaluation will be conducted by the end-user/the Bid Evaluation Committee which comprises of various skilled and experienced members from diverse professional disciplines.

### 5. Threshold

The functional / technical evaluation will be based on a threshold, where bidders which fail to achieve the overall minimum of **46 points**, as well as failing to achieve the **minimum number of points of the functional / technical evaluation sub-criteria** on the functional stage shall not be considered further in the evaluation. The thresholds on each element of the evaluation are as follows

**6. Stage 2: Functionality Evaluation Criteria**

#	Evaluation Criteria	Sub-Criteria	Sub Points	Total Weighted Points	Threshold Points
1.	<b>COMPANY EXPERIENCE IN WASTE MANAGEMENT SERVICES</b>			25	12
1.1	<p>All contracts used as a reference must have handled a minimum monthly quantity of:</p> <p>GW – 7.03 tons/pm</p> <p>HW- 0.21 tons/pm</p> <p>Recycling – 4.53 ton/pm</p> <p>Bidder is required to provide relevant traceable reference letters reflecting experience on contracts for a duration of three (3) years or more per contract, the letter must have contactable references.</p> <p><b>Integrated Waste Management Services. (Must include Collection, Sortation, disposal/recycling of waste streams as outlined in the service information)</b></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Indicate employers where the contractor has worked in the past and number of years at each employer (please mark this clearly in the documentation submitted)</li> </ul>	<p>a) Bidder without proof of experience in the form of reference letters, or reference letter does not confirm the contract duration was three (3) years or more.</p> <p>b) Bidder must provide at least 3 contactable reference letter(s) for contract(s) completed or in progress (contracts longer than 3 years) with a duration of three (3) years or more completed. Each reference letter will score 4 points to a maximum of 20 points for 5 reference letters. Bidders who provide only 2 reference letters must achieve the minimum threshold of 12 points by earning the points from section C below.</p>	<p>0</p> <p>20</p>		12

#	Evaluation Criteria	Sub-Criteria	Sub Points	Total Weighted Points	Threshold Points
	<ul style="list-style-type: none"> <li>Indicate the type of work and services undertaken for the client, duration and value of each contract.</li> <li>ACSA will contact references listed to confirm that work had been carried out satisfactorily in terms of the contract.</li> </ul>				
	<ul style="list-style-type: none"> <li>Point allocation for item D, if achieved will be cumulatively added to the score achieved for item B or C</li> </ul> <p><b>Example:</b></p> <p><b>Scenario 1:</b></p> <p>Bidder score in criteria B = 8 points.</p> <p>Bidder score in criteria C = 4 points.</p> <p>Total score achieved = 12 points.</p>	<p>c) Achieved 8 points for contracts executed/in progress + Demonstrates proven ability to divert waste streams away from traditional disposal/recycling methods which provide benefit in terms of improving carbon/environmental footprint and/or providing a monetary gain to the client.</p> <p>Bidders will be awarded 1 point for every stream they prove they have successfully diverted on previous contracts. Up to 5 streams will be tested which would equate to 5 points.</p>	5		

#	Evaluation Criteria	Sub-Criteria	Sub Points	Total Weighted Points	Threshold Points
	<p><b>Scenario 2:</b></p> <p>Bidder score in criteria B = 16 points.</p> <p>Bidder score in criteria C = 3 points.</p> <p>Total score achieved = 19 points.</p>	<p><b>Waste Streams that were diverted from general waste landfill:</b></p> <ol style="list-style-type: none"> <li>1. Food waste</li> <li>2. Solid general waste</li> </ol> <p><b>Waste streams diverted from traditional recycling methods which incur a cost to the client to alternate method(s) which will generate revenue:</b></p> <ol style="list-style-type: none"> <li>3. Fluorescent tubes</li> <li>4. Lamp components</li> <li>5. Printer Cartridges</li> <li>6. Wet cell batteries</li> <li>7. Dry cell batteries.</li> </ol> <p><b>Waste streams diverted from incineration:</b></p> <ol style="list-style-type: none"> <li>8. Infectious waste (Covid19 or similar)</li> </ol> <p>This waste stream includes discarded gloves, masks and general waste generated in ablution facilities.</p>			

#	Evaluation Criteria	Sub-Criteria	Sub Points	Total Weighted Points	Threshold Points
		<b>Waste streams diverted from hazardous waste landfill:</b> 9. Liquid hazardous waste (Includes but is not limited to Paint/thinners sludge) 10. Solid hazardous waste (includes galley waste) 11. Hydrocarbon waste  <b>Waste streams traditionally sent to waste-water treatment works as sewer effluent/sludge:</b> 12. Sewer effluent 13. Septic waste			
<b>2.</b>	<b>KEY PERSONNEL</b>			<b>20</b>	<b>10</b>
<b>2.1</b>	Bidding entity to provide a comprehensive CV for Key Personnel that has previous experience relevant to <b>Integrated Waste Management</b> .  The contact Manager must have a minimum of four (4) years' experience in integrated waste management	<b>Contract Manager</b>			
		a) Less than 4 years' experience related to Integrated Waste Management Services.	0		
		b) Between 4 to 6 years' experience related to Integrated Waste Management Services.	5		<b>5</b>

#	Evaluation Criteria	Sub-Criteria	Sub Points	Total Weighted Points	Threshold Points
	<p>The Supervisor must have a minimum of two (2) years' experience in integrated waste management.</p> <p><b>Provide staff that are trained to provide this service.</b></p> <p>Training must have been carried out by an institution accredited by the South African Qualifications Authority (SAQA), Institute of waste management or similar industry recognized entity.</p> <p>Bidders will, if necessary, provide proof that training entities used are recognized in the waste industry.</p> <p>For the <b>Contract Manager</b>, the following aspects will be considered:</p> <p>1) Labour relations</p> <p>2) Contract Administration / Service Management / Contract Management</p> <p>3) Waste disposal methodologies and best practise</p> <p>4) Legislation in waste management</p> <p>5) Site Operations (Collection, sortation, Disposal)</p>	c) More than 6 years' experience related to Integrated Waste Management Services.	10		
		<b>Supervisor</b>			
		a) Less than 2 years' experience related to Integrated Waste Management Services.	0		
		b) Between two (2) to three (3) years' experiences related to Integrated Waste Management Services.	5		<b>5</b>
		c) More than 3 years' experience related to Integrated Waste Management Services.	10		

#	Evaluation Criteria	Sub-Criteria	Sub Points	Total Weighted Points	Threshold Points
	<p>For the <b>Site Supervisor</b>, the following aspects will be considered:</p> <p>1) Labour relations</p> <p>2) Site operations (Collection, sortation &amp; Disposal)</p> <p>3) Legislation in waste management</p> <p>The proposed personnel shall be able to demonstrate having been trained in at least two (2) of the areas listed above.</p> <p>The bidder shall further demonstrate in the form of a training proposal that the outstanding aspects of training will be conducted in the first 30 days of being awarded and commencing the contract.</p> <p>(Proof of training to be attached to CVs)</p> <p><b>Note:</b> All staff must be trained, fully aware off and must ensure compliance to all applicable standards, regulations, by-laws, ordinances and legislation as it relates to their scope of duties.</p>				

3.	METHODOLOGY, APPROACH & INNOVATION	52	26
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3.1	<p><b>Methodology and Approach</b></p> <p>Bidder to provide a methodology and approach proposal aligned to output based service delivery and it must be tailored to the specifications provided as it relates to George Airport. <b>Bidders must ensure in their submitted methodology that all ten criteria are covered to obtain maximum points.</b></p> <p>Note: Points will be calculated cumulatively to obtain a final score within section 3.1.</p>	<p>a) Bidder must provide an approach and methodology on the service as specified in the scope of works and listed below.</p> <p><b>Attention must be given to the following criteria which must be clearly addressed:</b></p> <ol style="list-style-type: none"> <li>1. Labour Management for all activities. [2.5]</li> <li>2. Logistics for all onsite and offsite operations [2.5]</li> <li>3. Management of equipment for daily operations as well as maintenance in accordance with the original equipment manufacturer. (OEM) [2.5]</li> <li>4. Work procedures for all activities. [2.5]</li> <li>5. Strict compliance with occupational health and safety requirements which includes compliance with COVID19 regulations. [2.5]</li> <li>6. Establish and Maintain cleanliness at a high standard. [2.5]</li> <li>7. Ensuring compliance to industry standards, regulations, by-laws, ordinances, legislation. [2.5]</li> <li>8. Reporting as defined in the specification. [2.5]</li> <li>9. Contingency plans for industrial action / labour disputes / labour unrest taken by on site labour. [2.5]</li> <li>10. Contingency plans for any event which may adversely impact the continuous delivery of the service. [2.5] <ol style="list-style-type: none"> <li>i. Waste collection</li> <li>ii. Waste sortation</li> <li>iii. Transfer of waste to disposal/recycling sites</li> <li>iv. Any occurrence at agreed landfill/disposal/recycling sites which may interrupt continuity of service.</li> </ol> </li> </ol>	25		20
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3.2.	<p><b>Innovation</b></p> <p><b>ACSA</b> seeks to contract service provider(s) who will provide innovative solutions which will achieve the following objectives.</p> <p>a. ACSA's goals of:</p> <ul style="list-style-type: none"> <li>i. Zero waste to landfill.</li> <li>ii. Improving on ACSAs carbon footprint.</li> <li>iii. Improving on ACSAs environmental footprint.</li> <li>iv. Improving on recyclables.</li> <li>v. Generating revenue from recyclables.</li> </ul> <p>b. Reduction in total cost of ownership.</p>	<p>a. ACSA's goals of:</p> <ul style="list-style-type: none"> <li>i. Zero waste to landfill.</li> <li>ii. Improving on ACSAs carbon footprint.</li> <li>iii. Improving on ACSAs environmental footprint.</li> <li>iv. Improving on recyclables.</li> <li>v. Generating revenue from recyclables.</li> </ul> <p>ACSA intends on implementing initiatives such as waste beneficiation, anaerobic digestion, composting of food waste, recycling of hydrocarbons and/or any other form of recycling/repurposing that will lead to the successful achievement of these goals.</p> <p>The waste streams listed below are intended beneficiaries of the implementation of such initiatives.</p> <p><b>Bidders are required to provide proposals which will address this intent.</b></p> <p><b>Waste Streams to be diverted from general waste landfill:</b></p> <ul style="list-style-type: none"> <li>1. Food waste</li> <li>2. Solid general waste</li> </ul> <p><b>Waste streams to be diverted from traditional recycling methods which incur a cost to the client to alternate method(s) which will generate revenue:</b></p> <ul style="list-style-type: none"> <li>3. Fluorescent tubes</li> <li>4. Lamp components</li> <li>5. Printer Cartridges</li> <li>6. Wet Cell batteries</li> <li>7. Dry Cell batteries.</li> </ul>			
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		<p><b>Waste streams to be diverted from incineration:</b></p> <p>8. Infectious waste (Covid19 or similar) This waste stream includes discarded gloves, masks and general waste generated in ablution facilities.</p> <p><b>Waste streams diverted from hazardous waste landfill:</b></p> <p>9. Liquid hazardous waste (Includes but is not limited to Paint/thinners sludge) 10. Solid hazardous waste (includes galley waste) 11. Hydrocarbon waste</p> <p><b>Waste streams traditionally sent to waste-water treatment works as sewer effluent/sludge:</b></p> <p>12. Sewer effluent 13. Septic waste</p> <p>○ Proposal includes a plan of how any of the five (5) goals will be achieved within a 3-year period from start of contract. Bidder will be required to cover at least 3 of the goals to obtain 3 points. <b>(1 point for each goal)</b></p> <p>○ Proposal outlines milestones for these goals to be achieved. <b>(1 point for each goal identified in the plan)</b></p> <p>○ Proposal provides a detailed narrative on the methods and processes that will be used to</p>	12		6
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		<p>achieve these goals. <b>(1 point for each goal identified in the plan)</b></p> <p>b) Achieving a reduction of total cost of ownership</p> <ul style="list-style-type: none"> <li>○ Analysis of ACSA's existing operational requirements and proposal of areas where alternate equipment, methods and procedures may be used to reduce the total cost of ownership of the service.</li> <li>○ Bidder to provide a narrative on how these proposals identified will provide the desired reduction.</li> <li>○ Quantify savings that will be realised over the 5-year period of the contract. <ul style="list-style-type: none"> <li>▪ 0.01 – 5.0% [ 5 points]</li> <li>▪ 5.01 – 10.00% [ 10 points]</li> <li>▪ 10.01 – 15.0% [ 15 points]</li> </ul> </li> </ul> <p>Note 1: Proposed savings will be achieved by issuance of a credit note against the claims produced on a monthly basis. To clarify, if a bidder determines that a 3% saving can be achieved by the implementation of their proposal then ACSA will request a credit note to the value of 3% of the actual monthly claim for that respective month.</p> <p>Note 2: The savings will be determined on the value arrived at after crediting for monthly recyclables as listed in the price schedule.</p>	15		0
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		Note 3: Savings achieved will be shared in 50/50 ratio between ACSA and the successful bidder.			
<b>TOTAL POINTS</b>					<b>97</b>

The obligation to demonstrate compliance with all of the above will remain with the Tenderer and ACSA's decision in this regard will be final.

## **7. Stage 3: Price and B-BBEE**

Only those tenderers who have successfully met the above-mentioned evaluation criteria will progress to this phase, the final stage of the evaluation process, which will be based on the 80:20 PPPFA Preferential Procurement Point System, i.e. 80 points are reserved for Price and 20 Points are reserved for the B-BBEE Recognition level.

The award of business will be made to a Bidder which has scored the highest overall points for this stage of the evaluation, unless objective criteria exists, justifying an award to another bidder or ACSA splits the award or cancels the tender, etcetera.

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**Part T2:      Returnable Documents**

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- T2.1            List of Returnable Documents**
- T2.2            Returnable Schedules**

**T2: Returnable Documents****T2.1: List of Returnable Documents**

The tenderer must complete the following returnable documents:	<b>Completed (tick)</b>
<b>1 Returnable Schedules required for tender evaluation purposes only</b>	
A1: Record of Addenda to Tender Documents	
A2: Certificate of Authority for Signatory	
A3: Certificate of Authority for Joint Ventures (where applicable)	
A4: SBD 4: Declaration of Interest	
A5: SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	
A6: SBD 6.2: Declaration certificate for local production and content for designated sectors	
A7: SBD 8: Declaration of forbidden practices	
A8: SBD 9: Certificate of Independent Bid Determination	
A9: Schedule of the Tenderer's Recent Experience related to this Maintenance Contracts / Projects	
A10: Schedule of Current Commitments	
A11: Bidders must be registered on CSD (Central Data Base from National Treasury)	
A12: Bidder ownership structure (Organogram)	
A13: ACSA's Terms and Conditions	
<b>2 Other documents required for tender evaluation purposes only</b>	
B1: Proof of registration for Bidder's Letter of Good Standing with the Workers Compensation Commission	
B2: Tax compliance status pin certificate issued by the South African Revenue Services.	
B3: An original Bank Letter of good financial standing (Bank Rating) for the tender sum	
B4: Transformation Declaration Form	
<b>3 Returnable Schedules required for tender evaluation purposes that will be incorporated into the contract</b>	
C1: Enterprise Questionnaire	
C2: Schedule of Proposed Subcontractors	
C3: B-BBEE Verification Certificate	
C4: CV's of key personnel	
C5: Operational Office	
C6: Preliminary Health & Safety Plan	
C7: Safety and Fire Rules	
C8: Occupational Health and Safety Questionnaire	
C9: Schedule of Information to be provided by Tenderer	
C10: Proposed Amendments and Qualifications	
C11: Methodology, approach & innovation	
<b>5 C1 Agreement and Contract Data</b>	
<b>6 C2 Pricing Data</b>	

ACSA will disqualify from the tender process any bidder that has failed to submit mandatory returnable documents and information on the closing date and time. Bidders should therefore ensure that all the mandatory returnable documents and information have been submitted. In order to assist bidders, ACSA has also included a column next to the required mandatory document and information to enable bidders to keep track of whether they have submitted or not.

**Validity of submitted information:**

Bidders must ensure that any document or information which has been submitted in pursuance to this tender remains valid for the duration of the contract period. The duty is on the bidder to provide updated information to ACSA immediately after such information has changed

**T2: Returnable Documents****T2.2: Returnable Schedules****FORM A1: RECORD OF ADDENDA TO TENDER DOCUMENT****This is to certify that:**

The Bidder confirms that the following communication received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Detail
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Attach additional pages if more space is required

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM A2: CERTIFICATE OF AUTHORITY OF SIGNATORY**

**This is to certify that:**

The signatory has been duly authorised to sign all documents in connection with this tender and any contract which may arise therefrom on behalf of the Bidder.

*An example is shown below:*

"By resolution of the board of directors taken on ..... 20 .....

Mr/Ms

.....

has been duly authorized to sign all documents in connection with this tender and any contract which may arise therefrom on behalf of

(block ..... capitals)

.....

.....

Signed on behalf of Company:

.....

In his/her capacity as:

.....

Date: .....

Signatory of Authority: .....

Witnesses:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**FORM A3: CERTIFICATE OF AUTHORITY FOR JOINT VENTURES (WHERE APPLICABLE)**

This Returnable Schedule is to be completed only by joint ventures in addition to Form A3 for each JV member.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise:

Mr/Ms: .....

authorised signatory of the company:

.....;

acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature: .....  Name: .....  Designation: .....
		Signature: .....  Name: .....  Designation: .....

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM A4: SBD 4: DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:  
.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

2.4 Company Registration Number:  
.....

2.5 Tax Reference Number:  
.....

2.6 VAT Registration Number:  
.....

**2.7**

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state?

**YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
 Name of state institution at which you or the person  
 connected to the bidder is employed: .....  
 Position occupied in the state institution: .....

Any other particulars:  
 .....  
 .....  
 .....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**  
 the appropriate authority to undertake remunerative  
 work outside employment in the public sector?

2.7.2.1 If yes, did you attach proof of such authority to the bid **YES / NO**  
 document?

(Note: Failure to submit proof of such authority, where  
 applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
 .....  
 .....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**  
 trustees / shareholders / members or their spouses conduct  
 business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have **YES / NO**  
 any relationship (family, friend, other) with a person  
 employed by the state and who may be involved with  
 the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, **YES/NO**  
 aware of any relationship (family, friend, other) between  
 any other bidder and any person employed by the state  
 who may be involved with the evaluation and or adjudication  
 of this bid?

2.10.1 If so, furnish particulars.

.....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**  
 of the company have any interest in any other related companies

whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

### 3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Persal Number

### 4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
 PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
 PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

May 2011

**FORM A5: SBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated **to not exceed R50 000 000** (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors

(IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less.
- 1.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, considering, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis considering all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 If two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left( 1 - \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{min}$  = Comparative price of lowest acceptable bid

### 5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, if the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution:..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?  
.....%

- (ii) the name of the sub-contractor? .....

- (iii) the B-BBEE status level of the sub-contractor?  
.....

- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

## 9 DECLARATION REGARDING COMPANY/FIRM

9.1 Name of company/firm .....

9.2 VAT registration number : .....

9.3 Company registration number .....

### 9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

### 9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

### 9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
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## FORM A6: SBD 6.2 DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

### 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goodsStipulated minimum threshold

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ %

\_\_\_\_\_ %

\_\_\_\_\_ %

3. Does any portion of the goods or services offered have any imported content?  
(***Tick applicable box***)

YES		NO	
-----	--	----	--

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):

.....  
 NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
 do hereby declare, in my capacity as .....  
 of .....(name of bidder  
 entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FORM A7: SBD 8 - DECLARATION OF FORBIDDEN PRACTICES**

I/We hereby declare that we have not/been found guilty of any illegal activities relating to corruption, fraud, B-BBEE fronting, anti-competitive practices and/or blacklisted by an organ of State Owned Company, etc. and/or any other forbidden practices.

I/We declare the following:

	Description	Penalty	Organ of State / State Owned Company
a)			
b)			

Furthermore, I/We declare that to the best of my/our knowledge there is /are no further practices to be declared or which are in the process of being finalised.

The following are alleged practices which have not yet been finalised.

	Description	Organ of State / State Owned Company
a)		
b)		

This declaration was signed on \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

**FORM A8: SBD 9 - CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**FORM A9: SCHEDULE OF THE TENDERER'S RECENT EXPERIENCE RELATED TO THIS CONTRACT**

The following is a statement of similar work successfully executed by Tenderer over the past 10 years:

<b>No.</b>	<b>Project/Contract</b>	<b>Client</b>	<b><u>Start Date</u> (M/Y)</b>	<b>Duration (months)</b>	<b>Contact Person and Number</b>	<b>Value of work Excluding VAT</b>

(Attach additional information to this page)

**Note: When completing the above schedule, Tenderer's must take cognisance of the evaluation criteria as described in the Tender Data, Part T1.2, Clause F3.8**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM A10: SCHEDULE OF CURRENT COMMITMENTS**

1. The tenderer shall list below all projects with which the proposed key personnel are currently involved
2. In the event of a joint venture enterprise, details of all the members of the joint venture shall similarly be attached to this form

No.	Project/Contract	Client	Contact Person and Number	Start Date (M/Y) and End Date	Duration (months)	Value of work

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM A11: REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE**

**This is to Certify that:**

The Bidder's is registered with the Department of National Treasury's Central Supplier Database.

Please attach proof of valid registration on CSD to this page.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM A12: BIDDER OWNERSHIP STRUCTURE**

Name of Entity	Black Ownership Percentage

**Where the Bidder is less than 51% Black owned, please confirm contract split minimum of 40% of contract value should be allocated to a 100% black owned QSE/EME**

Name of Entity	Contract allocation value

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

## FORM A13: ACSA TERMS AND CONDITIONS

This RFP is open to South African Registered Bidders and overseas. All legal requirements for tax and customs must be observed and the cost is for the bidder.

ACSA reserves the right to award the contract on the basis of RFP submitted or to negotiate at the option of ACSA terms and conditions suitable to this RFP; and by submission of its RFP the proposer agrees to be legally bound thereby if its RFP is accepted by ACSA.

ACSA or its duly appointed representatives shall be the sole adjudicators of the RFP s received. The decision shall be final and **no discussion or correspondence regarding the reason for the acceptance or rejection of any RFP will be furnished except as required by law.**

ACSA shall not be liable for any expense incurred by any proposer in the preparation and submission of its RFP.

If the RFP has been awarded on the strength of information furnished by a proposer, which information proves to have been incorrect, in addition to any other legal remedy it may have, ACSA may at any time during the life of the contract:

- (a) Recover from the relevant proposer all costs, losses or damages incurred by it as a result of the award and/or
- (b) Cancel the award of the RFP and/or contract and claim any damages, which it may have suffered or will suffer as a result of having to make less favourable arrangements.

If a written contract has been concluded between the parties and ACSA exercises the right to cancel such contract, the proposer shall be liable to pay for losses sustained and/or additional costs or expenditure incurred by ACSA as a result of such cancellation and having to make alternative arrangements. ACSA shall furthermore have the right to recover such losses, damages or additional costs by means of set off against monies due or which may become due to the proposer in terms of the said contract. Otherwise ACSA may process a claim in terms of a performance bond provided for due fulfillment of the contract by the proposer. Until such time as the amount of such losses, damages or additional costs have been determined, ACSA shall retain such monies for any loss or damage, which ACSA may suffer or has suffered.

If ACSA and the successful proposer fail to enter into and execute a formal written contract within thirty (30) days of the award as a result of the proposer's failure to comply with the representation made in his/her RFP , then the RFP may be deemed null and void. ACSA' s aforesaid rights are without prejudice and in addition to any other rights that ACSA may have in order to claim damages.

ACSA reserves the right to amend the terms and conditions of this RFP at any time prior to finalisation of the contract between the parties and shall not be liable to any proposer or any other person for damages of whatsoever nature which they may have suffered as a result of such amendment. All RFP s are submitted at the entire risk of the proposer.

All agreements arising from RFP s submitted in terms hereof (including any negotiations that follow) shall not be binding on ACSA, its officers, employees or agents unless reduced to writing and signed by a duly authorised representative of ACSA in accordance with applicable laws and policy.

ACSA reserves the right **to postpone the closing date for submission** of RFP s or to withdraw the RFP at any time.

Works must be executed in the name of the business actually tendering to perform the supply, installation and maintenance, and if awarded the contract it must be signed by an authorised representative of the proposer. In the case of a joint venture or partnership, evidence of such authorisation from all members must be included. In the case of a joint venture RFP, officers authorised by both entities must sign the RFP form. The address and telephone numbers of the proposer must appear in B-BBEE Vendor form

The foreign exchange values for the imported content shall be indicated in the country of source and in US Dollar. The exchange rates used in calculating the SA Rand value must be clearly stated in the Schedule of rates, in the RFP.

The following is of utmost importance to ensure the smooth and efficient payment of invoices:

- ✓ Ensure that a proper procurement process was followed and a PO number is obtained before any goods are delivered or services are rendered.
- ✓ The above PO number must be reflected on the invoice. ACSA will not pay any suppliers if they have delivered any goods or services without a PO number. Even if you have a signed contract with ACSA, you STILL need a PO number. Please ensure that you receive a PO number from ACSA which you then can quote on all your invoices that relate to that contract.
- ✓ An invoice will only be accepted at the Contact Centre if it has an ACSA Purchase Order (PO) number. Invoices without a PO number will be returned directly to the supplier, and will not be forwarded to the SSC for processing.
- ✓ Please provide business with a delivery note or a copy tax invoice to assist them in processing the goods receipt as soon as the goods are delivered or the service rendered.
- ✓ Please deliver or post the original invoices to the relevant Contact Centre, and to speed up the process you can email the invoice in PDF format to [invoices.acsa@airports.co.za](mailto:invoices.acsa@airports.co.za). The original invoice should not be handed to business.
- ✓ Ensure that you obtain a reference number for your invoice submission as you would require this number for any future correspondence and as proof of submission.
- ✓ Please contact the Contact Centre only for any queries as the SSC will not receive any further direct queries.
- ✓ Payment by means of Electronic funds transfers.

- ✓ At present Airports Company South Africa affects all payments by means of the Electronic Funds Transfer (EFT). We do not issue any cheques any more.
- ✓ Invoices will be paid on the last working day of the month following the invoice date e.g. if an invoice date is 15 April 2010, it will be paid on the 31 May 2010, unless ACSA has contractually in writing committed to different payment terms. Invoices must be submitted in time for payment.
- ✓ Should you have different payment terms negotiated in writing with Airports Company South Africa, please mail this signed contract to [suppliers@acsa.co.za](mailto:suppliers@acsa.co.za) in order to ensure that your payment is made in time.
- ✓ If you have been paid historically via cheque, you need to ensure that you submit your correct banking details to us to be loaded on our system. Please in this instance ensure that you do the following:
  - Email a copy of a cancelled cheque to [suppliers@acsa.co.za](mailto:suppliers@acsa.co.za) as proof of your banking details

The RFP Submission shall be in English.

### **Binding Arbitration Provision**

It is a condition of participation in this RFP process and the proposer and ACSA agree that should any dispute or difference arise between any proposer and ACSA:

- Concerning the purport or effect of the RFP documents or of anything required to be done or performed there under.
- Concerning any aspect of the RFP process to anything done or decided there under: or
- Concerning the validity of the award of the RFP to any proposer or the failure to award same to any proposer, then such dispute or difference shall be finally resolved by arbitration.

Such arbitration shall be by a single arbitrator who shall be:

- Selected by agreement between the parties, or failing such agreement nominated on the application of any party by the Arbitration Foundation of Southern Africa (AFSA).
- The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice relating to all matters in dispute submitted to him/her and to determine all such matters in the same manner as if no such certificate, opinion, decision, requisition or notice had been issued.
- Upon every or any such reference, the costs of an incidental to the reference and award shall be in the discretion of the arbitrator, who may determine the amount of the costs, or direct them to be taxed as between attorney and client or as between party and party and shall direct by whom and to whom and in what manner they shall be borne and paid.

- The award of the arbitrator shall be final and binding on the parties and any party shall be entitled to apply to the Courts to have such award made an order of court.
- Save as set out in this clause, the arbitration shall be conducted in accordance with the rule of the Arbitration Foundation of Southern Africa.
- The arbitration shall be held in Johannesburg in the English language.

#### **RFP Acceptance**

- ACSA reserves the right to reject:-
  - a. Incomplete RFP s
  - b. Late RFP s
  - c. Conditional RFP s.
  - d. Non-compliant RFP s with one or more of the procedural and administrative criteria.
- ACSA reserves the right to withdraw the RFP at any time without giving rise to any obligation to be responsible for any loss or financial damage which may be incurred or suffered by any Proposer.
- ACSA reserves the right to weigh criteria and is not obligated to offer this opportunity to the highest financial proposer nor any responsibility for expenses or loss, which may be incurred by any Proposer in preparation of his RFP.
- Proposers may include with their RFP s any descriptive matter, which, if referred to in the RFP, will form part of the RFP. In case of any discrepancy, however, the issued RFP and Contract Documents and information completed therein by the Proposer, will be considered as the valid and binding RFP.
- ACSA reserves the right to award portions of the RFP to different proposers and is not obligated to accept the whole or only one RFP for purposes of the award of the contract or contracts.
- Proposers may be asked to revise, clarify and/or provide additional information during the RFP evaluation process. These requests would require immediate action and responded to in writing within two (2) working days of the receipt of such request.

<input type="checkbox"/>	<b>ACCEPT</b>	<input type="checkbox"/>	<b>ACCEPT WITH AMENDMENT/S</b>	<input type="checkbox"/>	<b>DO NOT ACCEPT</b>
--------------------------	---------------	--------------------------	--------------------------------	--------------------------	----------------------

**COMPANY NAME:**\_\_\_\_\_

**REPRESENTATIVE NAME AND SURNAME:**\_\_\_\_\_

**SIGNATURE:**\_\_\_\_\_

**DATE:**\_\_\_\_\_

**FORM B1: PROOF OF REGISTRATION FOR CONTRACTOR'S WCA REGISTRATION**

**This is to certify that:**

The Bidder is registered and is in good standing with a compensation insurer who is approved by the Department of Labour, in terms of section 80 of the Compensation for Injury and Disease Act (COID) (Act 130 of 1993)..

Please attach proof of registration.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM B2: TAX COMPLIANCE STATUS PIN CERTIFICATE ISSUED BY SARS**

**This is to certify that:**

The Bidder's Tax Matters have been declared in order by the South African Revenue Services.

Please attach an original valid Tax Clearance Certificate issued by the South African Revenue Services

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM B3: AN ORIGINAL BANK LETTER OF GOOD FINANCIAL STANDING (BANK RATING)  
FOR THE TENDER SUM**

**This is to certify that:**

The Bidder is in Good Financial Standing for the Tender Sum.

**Information to be included in bank letter of good financial standing:**

Bank Report on : (Tenderer's Name)  
 Account No :  
 Bank :  
 Bank Code :  
 Amount : (Tender value)  
 Duration : 60 months

**BUSINESS POTENTIAL CODE (MARK X AGAINST APPLICABLE CLASSIFICATION)**

- |     |          |  |
|-----|----------|--|
| ( ) | <b>A</b> | <b>UNDOUBTED FOR ENQUIRY</b>                                 |
| ( ) | <b>B</b> | <b>GOOD FOR AMOUNT QUOTED</b>                                |
| ( ) | <b>C</b> | <b>GOOD FOR AMOUNT QUOTED IF STRICTLY IN WAY OF BUSINESS</b> |
| ( ) | <b>D</b> | <b>FAIR TRADE RISK</b>                                       |
| ( ) | <b>E</b> | <b>FIGURE CONSIDER TO HIGH</b>                               |
| ( ) | <b>F</b> | <b>FINANCIAL POSITION UNKNOWN</b>                            |
| ( ) | <b>G</b> | <b>OCCASIONALLY DISHONOURED</b>                              |
| ( ) | <b>H</b> | <b>FREQUENTLY DISHONOURED</b>                                |

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM B4: ACSA'S TRANSFORMATION DECLARATION FORM****This is to certify that:**

The Bidder will be committed to ACSA's transformation objectives, as far as possible.

I (full name) \_\_\_\_\_

From (Organization) \_\_\_\_\_

In my Capacity as \_\_\_\_\_

declares that we commit to following ACSA Transformation Strategy in the areas outlined below herein.

Please indicate by marking a **YES** – where the Contractor commits or a **NO** where the Contractor does not commit to the action.

Transformation Imperative	Description	Contractor Commitment	
		Yes	No
<b>Local employment</b>	The Contractor commits that skills and local personell shall be appointed from the local community.		
<b>Local content</b>	The Contractor shall endeavour to consider South African designs, material and equipment in the maintenance work of the actions required, in line with the National Treasury guidelines and regulations.		
<b>Skills Development</b>	The Contractor may submit a skills development that they commit to uphold in this project, considering the nature and duration fo the project, as far as is practically possible.		
<b>Local Office</b>	The Bidder shall already be established for at least a year from the date of tender closure.		

<b>Localisation</b>	The Contractor must, as far is practically possible, procure goods and services from the local market.		
---------------------	--	--	--

Signed at \_\_\_\_\_  
2021

On this day \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Capacity: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM C1: ENTERPRISE QUESTIONNAIRE**

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1:** Name of enterprise: .....

**Section 2:** VAT registration number, if any: .....

**Section 3:** CIDB registration number, if any: .....

**Section 4:** Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 5:** Particulars of companies and close corporations

Company registration number .....

Close corporation number .....

Tax reference number .....

**Section 6:** Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

**If any of the above boxes are marked, disclose the following:**

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 7: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM C2: SCHEDULE OF PROPOSED SUB-CONTRACTORS**

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

We confirm that all subcontractors who are contracted to construct a house are registered as home builders with the National Home Builders Registration Council.

	<b>Name and address of proposed Subcontractor</b>	<b>Nature, extent and approximate value of work to be sub-contracted</b>	<b>Previous experience with Subcontractor (attach details)</b>

**(Attach additional information to this page)**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

### FORM C3: VALID B-BBEE CERTIFICATE

#### Notes to tenderer:

1. The tenderer shall attach to this form a certified B-BBEE Verification Certificate, plus 1 certified copy, in accordance with the Construction Sector Codes of Practice promulgated in Gazette 32505 on 5 June 2009 (see F.3.11 of the tender data).
2. The B-BBEE Verification Certificates must be issued by Accredited Verification Agencies or Verification Agencies that are in possession of a valid pre-assessment letter from the South African National Accreditation System
3. In the event of a joint venture (JV), a consolidated B-BBEE verification certificate in the name of the JV shall be attached.
4. The attached verification certificate and the associated assessment report shall identify:
  - a) The name and domicilium citandi et executandi of the tenderer.
  - b) The registration and VAT number of the tenderer.
  - c) The dates of granting of the B-BBEE score and the period of validity.
  - d) The expiry date of the verification certificate.
  - e) A unique identification number.
  - f) The standard and/or normative document, including the issue and/or revision used to evaluate the tenderer.
  - g) The name and/or mark/logo of the B-BBEE verification agency or registered auditor.
  - h) The scorecard (Generic, QSE, Exempt) against which the tenderer has been measured.
  - i) The B-BBEE status level.
  - j) The SANAS logo of the Verification Agency.
  - k) The B-BBEE procurement recognition level.
  - l) The score achieved per B-BBEE element.
  - m) The % black shareholding.
  - n) The % black women shareholding.
  - o) The value added status of the tenderer.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**(Attach certificate to this page)**

**FORM C4: CV'S OF KEY PERSONNEL**

**Note to Tenderer:**

**When completing this schedule, Tenderer's must take cognizance of the evaluation criteria as described in the Tender Evaluation Criteria, as described in the Tender Data, Part T1.2, Clause F3.8.**

Compulsory detailed CV's are required for the following:

- Site Supervisor,
- Health and Safety Officer, as contemplated in the OHS Act and 2014 Regulations

The full CV's are to be attached to the relevant pages and, in addition, the following summaries are to be completed for each of the above key personnel members.

**FORM C4: CV'S OF KEY PERSONNEL (CONT)****THE CONTRACT MANAGER**

<b>Name</b>	
<b>Surname</b>	
<b>Nationality</b>	
<b>Date of Birth</b>	
<b>Current Residence</b>	
<b>Highest Education</b>	
<b>Major experience in previous ___ years:</b>	

**(Attach additional information to this page)****Commitment to the Project**

The undersigned commits him/her to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of the entire project.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM C4: CV'S OF KEY PERSONNEL (CONT)****SUPERVISOR**

<b>Name</b>	
<b>Surname</b>	
<b>Nationality</b>	
<b>Date of Birth</b>	
<b>Current Residence</b>	
<b>Highest Education</b>	
<b>Major experience in previous ____ years:</b>	

**(Attach additional information to this page)****Commitment to the Project**

The undersigned commits him/her to the overall project. He/she does not intend to cancel his/her contract or to leave the company which employs him/her within the overall duration of the entire project.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM C5: PROOF OF LOCAL / OPERATIONAL OFFICE (ADDRESS)**

**This is to certify that:**

The Bidder should be able to supply proof of being established in. This can be a Municipal Account statement or a Lease, for example.

Please provide address of the contractor:

Physical address:

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---

---

---

Postal address:

---

---

---

---

---

Email:

---

Telephone

---

Fax:

---

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

## FORM C6: PRELIMINARY HEALTH AND SAFETY PLAN

Note to Tenderer:

When completing this schedule, Tenderer's must take cognisance of the evaluation criteria as described in the Tender Data, Section T1.2, Clause F3.8.

(See Part C5.1, Occupational Health and Safety Specifications)

Attach a signed copy of the Plan to this page. Any Occupational Health and Safety certification by a recognised international body must be stated and proof attached.

Acceptance of ACSA's Terms and Conditions in terms of Occupational Health and Safety

I, \_\_\_\_\_  
(name & surname)

of

\_\_\_\_\_(company)

agree to the above conditions and acknowledge ACSA's right to impose penalties should I or any of my employees or sub-contractors fail to comply with these conditions.

Signed: \_\_\_\_\_

On this date: \_\_\_\_\_(dd/mm/yyyy)

At: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM C7: SAFETY AND FIRE RULES****SAFETY AND FIRE RULES FOR CONTRACTORS ON THE PREMISES**

- (i) All persons on company premises shall obey all health and safety rules, procedures and practices. In particular, NO SMOKING signs and the prohibition of the carrying of smoking materials in designated areas shall always be obeyed. A copy of the Safety Rules booklet is available on request.
- (ii) All the applicable requirements of the Occupational Health and Safety Act (1993) and Regulations and any amendments thereto, shall be met.
- (iii) Where the OHS Act prescribes certification of competency of persons performing certain tasks, proof of such certification shall be provided prior to signing of the contract or commencement of work.
- (iv) The Contractor's Workmen's Compensation fees must be up to date. A copy of Contractor's WCA registration shall be produced on request. WCA Registration No. of the Contractor
- (v) The following areas in the company are declared as "HOT WORK PERMIT" areas:

<b>AREA PERMIT</b>	<b>PERSON RESPONSIBLE TO ISSUE</b>
All airside areas	Fire and Safety department
All basement areas.....	Fire and Safety department
All areas accessible to the public	Fire and Safety department
All enclosed areas .....	Fire and Safety department
The Terminal building...	Fire and Safety department

Any process in the above mentioned areas involving open flames, sparks or heat shall be authorised by the issue of a permit to work, obtained from the company officials designated as permit issuer for the relevant area. Any work done under the protection of a permit to work shall be in strict compliance with every prescription on the permit.

- (vi) Safety equipment shall be used where applicable, (e.g. safety goggles, boots, harness, etc.). The Contractor shall at his own expense provide such equipment, for his employees. The Contractor shall apply the necessary discipline and control to ensure compliance by his workers.
- (vii) All work shall be done during normal working hours, unless otherwise instructed or agreed in writing.
- (viii) All Contractor employees shall familiarise themselves with the existing emergency procedures and co-operate in any drills or exercises, which might be held. Emergency/fire equipment and extinguishers shall not be obstructed at any time.
- (ix) No person shall perform an unsafe/unhygienic act or operation whilst on the Company premises.

- (x) No unsafe / dangerous equipment or tools may be brought onto or used on Company premises. The Company reserves the right to inspect all equipment/tools at any time and prevent/ prohibit their use, without any penalty to the Company and without affecting the terms of the Contract in any way.
- (xi) The Contractor shall maintain good housekeeping standards in the area where he is working for the duration of the contract.
- (xii) The Company reserves the right to act in any way to ensure the safety/ security of any persons, equipment or product on its premises and will not be liable for any cost or loss evoked by the action. This includes the right to search all vehicles entering, leaving or parked on the premises and to inspect any parcel, package, handbag and pockets. Persons who are not willing to permit searches may not bring any such items or vehicles onto the premises.

**(Attach additional information to this page)**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM C8: OCCUPATIONAL HEALTH AND SAFETY QUESTIONNAIRE**

<b>1.</b>	<b>OCCUPATIONAL HEALTH AND SAFETY POLICY, ORGANISATION AND MANAGEMENT INVOLVEMENT</b>		
1.1	Do you have an Occupational Health and Safety Policy?		
	Is this signed by the senior executive?		
	Please supply copy of this policy (attach to this form).		
1.2	Does an Occupational Health and Safety structure exist in your company?		
	Please provide details (attach to this form).		
1.3	Are senior and middle management actively involved in the promotion of Occupational Health and Safety?		
	Please provide details eg.		
	• Periodical work area inspection		
	• Regular Health and Safety meetings with personnel		
	•		
	•		
1.4	Are the Occupational Health and Safety responsibilities of managers clearly defined?		
	Please provide details:		
	•		
	•		
	•		
1.5	Are annual Occupational Health and Safety objectives included in your business plan?		
	Please provide an example:		
1.6	Is your company registered with the Compensation Commissioner? (COIDA Act)?		
	If so, please provide registration number:		
1.7	Do you have a copy of good standing certificate, confirming that your registration is paid up?		
	If so, please provide copy thereof (attach to this form).		
<b>2.</b>	<b>OCCUPATIONAL HEALTH AND SAFETY TRAINING</b>		
2.1	Is training provided to employees at the following stages?		
	• When joining the company		
	• When changing jobs within the company		
	• When new plant or equipment needs to be operated		
	• As a result of experience and feedback from accident/ incident reports		
	Are you able to provide proof of specialist training provided?		
	If so, please attach proof to this form.		
2.2	What formal Occupational Health and Safety training is provided specifically to		
	• First line supervisors		
	• Middle and top management		
	Please describe:		

2.3	Are all employees (including sub-contractors) instructed as to the application of the rules and regulations?				
	When is this done and how is it achieved?				
2.4	Does this training include the selection, use and care of personal protective equipment?				
2.5	What refresher training is provided and at what intervals?				
	Please list examples				
	Course Title	Target audience	Interval		
2.6	Has the person(s) allocated as your Occupational Health and Safety advisor followed specific Occupational Health and Safety training?				
	Please list most recent courses:				
	•				
	•				
	•				
	Does this include refresher training?				
<b>3.</b>	<b>PURCHASE OF GOODS, MATERIALS AND SERVICES</b>				
3.1	Do you have a system for establishing Occupational Health and Safety specifications as part of the assessment of goods, materials and services?				
	Please describe:				
3.2	Do you have a system which ensures that all statutory inspections of plant and equipment are carried out?				
	Please give examples of plant /equipment covered:				
	•				
	•				
	•				
3.3	Is there record of inspection?				
	Where is it kept?				
	Are you able to supply copies of these inspection records if required?				
3.4	How is plant and equipment, which has been inspected, identified as being safe to use?				
3.5	Do you evaluate the Occupational Health and Safety competence of all sub-contractors?				
	Please describe how this is achieved and how the results are monitored:				

4.	<b>OCCUPATIONAL HEALTH AND SAFETY INSPECTIONS</b>			
4.1	Are periodic work inspections carried out by first line supervisors or your General Safety Regulation 11(1) appointee?			
4.2	Are records of these inspections kept and available?			
4.3	During the inspections are supervisors required to check that safety rules and regulations (including personal protective equipment) are adhered to?			
4.4	Are unsafe acts and conditions reported and remedial actions formally monitored?			
	Please provide examples of the above:			
	•			
	•			
	•			
	•			
5.	<b>RULES AND REGULATIONS</b>			
5.1	Do health and safety rules and regulations exist for personnel and sub-contractors?			
	Do these cover:			
	• General rules			
	• Project rules			
	• Specific task rules			
5.2	Do these rules include permit to work system (as applicable)?			
5.3	Do you have experience of project Occupational Health and Safety plans?			
	Please give examples of where these have been used:			
	•			
	•			
	•			
	•			
5.4	Do you have a formal company guideline for holding pre-contract health and safety meetings with the employer?			
6	<b>RISK MANAGEMENT</b>			
6.1	Have the following, involved in the execution of your work, been identified?			
	• Hazards affecting health and safety?			
	• The groups of people who might be affected?			
	• An evaluation of the risk from each significant hazard?			
	• Whether the risks arising are adequately controlled?			
6.2	Are these findings and assessments recorded?			
6.3	How often are they reviewed?			
	Please list the time frame e.g. years:			
6.4	For what processes/risk is personal protective equipment issued?			
	Process/Risk	Type of PPE		

	Do you have a copy of the issue lists for PPE available on request?		
<b>7</b>	<b>EMERGENCY ARRANGEMENTS</b>		
7.1	How do you manage your arrangements for dealing with emergencies?		
	Are these communicated to your sub-contractors?		
7.2	What provision have you made for first aid? e.g. Trained First Aiders:		
7.3	What training do you provide to employees in Safety/Fire Fighting?		
	Please list institutions used for these training:		
	•		
	•		
<b>8</b>	<b>RECRUITMENT OF PERSONNEL</b>		
8.1	Are health and safety factors considered when hiring personnel?		
8.2	Are medical examinations carried prior to employment?		
	• In all cases?		
	• Where type of work requires a medical examination?		
8.3	Do you cover exit medical examination?		
8.4	How do you assess the competence of staff before an appointment is made?		
	e.g. via trade testing, reference checks:		
	•		
	•		
<b>9.</b>	<b>REPORTING AND INVESTIGATION OF ACCIDENTS, INCIDENTS AND DANGEROUS CONDITIONS</b>		
9.1	Do you have a procedure for reporting, investigating and recording accidents and incidents?		
	Please supply a copy (attach to this form).		
9.2	Is there a standard report/investigation form used?		
	Please supply a copy (attach to this form).		
9.3	Do you have a formal system for reporting situations/near misses etc?		
	Please provide a copy (attach to this form).		
9.4	Please provide the following statistics for the last five years:		
		<b>YEAR 1</b>	<b>YEAR 2</b>
		<b>YEAR 3</b>	<b>YEAR 4</b>
		<b>YEAR 5</b>	
	Lost time accidents per 100 employees		
	Major/ Reportable injuries per 100 employees		
	Number of dangerous occurrences		
	Lost man days due to accidents		
<b>10</b>	<b>HEALTH AND SAFETY COMMUNICATION AND CONSULTATION</b>	<b>YES</b>	<b>NO</b>
10.1	Are Health and Safety Committee meetings held between management and appointed Health and Safety representatives?		
10.2	Are the results of these meetings communicated to all employees?		
	If Yes please describe method:		
10.3	Are Health and Safety meetings held?		

	At what frequency?		
	Chaired by whom?		
10.4	Do you carry out SHE promotions / campaigns?		
	If Yes please provide examples:		
	•		
	•		
	•		
	•		

**Declaration**

I/we .....declare that the above information provided is correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM C9: SCHEDULE OF INFORMATION TO BE PROVIDED BY TENDERER**

<p><b>1. Company details:</b></p> <p>Registered Address:.....</p> <p>Contact Person: .....</p> <p>Telephone: .....</p> <p>Fax .....</p> <p><b>2. Shareholders:</b></p> <p>Names/Percentages of holdings:.....</p> <p><b>3. Bankers:</b></p> <p>Bank:.....</p> <p>Branch:.....</p> <p>Account Number: .....</p> <p><b>4. Turnover:</b></p> <p>Approximate turnover for each of the past three years:</p> <p>2019: .....</p> <p>2020: .....</p> <p>2021: .....</p> <p><b>5. Management and Manpower Resources:</b></p> <p>Supervisors: .....</p> <p>Labourers: .....</p> <p>Other: .....</p> <p>Names of Supervisors to be allocated to this contract: .....</p> <p><b>6. Construction Equipment (Value in R):</b></p> <p>Value of equipment owned by the Company: .....</p> <p>Own workshop/stores (location): .....</p>
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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM C10: PROPOSED AMENDMENTS AND QUALIFICATIONS**

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Bidder: \_\_\_\_\_

**FORM C11: METHODOLOGY, APPROACH & INNOVATION**

Please attach

Bidders must be cognizant of the Functionality requirement when preparing the **METHODOLOGY, APPROACH & INNOVATION**